

## Appendix B: Overhead Crane/Hoist Inspection Checklist

Overhead Crane/Hoist Inspection Checklist (Daily or Before Each Use)			
Dept/Div:	Crane #:	Bldg. #:	Date:
Operator Name:		Life No.:	
<div style="display: flex; flex-direction: column; gap: 10px;"> <div><input type="checkbox"/> <b>Locate Crane Main Disconnect Switch</b></div> <div><input type="checkbox"/> <b>Check Pendant Controls of Controllers or Selector:</b> <i>Up, Down, East, West, North, and South</i></div> <div><input type="checkbox"/> <b>Check Wire Rope of Chain for Damage:</b> <i>On main hoist and aux for worn, cut, kinked, crushed, spooling, or birdcaged cable</i></div> <div><input type="checkbox"/> <b>Check Hooks:</b> <i>Bent, spread, cracked, and safety latch</i></div> <div><input type="checkbox"/> <b>Check Upper Limit Switch:</b> <i>Hook block stop</i></div> <div><input type="checkbox"/> <b>Check for Reverse Reeving:</b> <i>Hoist cable direction</i></div> <div><input type="checkbox"/> <b>Check Brake System:</b> <i>Load, trolley, bridge, and hoist motor</i></div> <div><input type="checkbox"/> <b>Check Trolley Travel</b></div> <div><input type="checkbox"/> <b>Check Bridge Travel:</b> <i>Make sure limits and stops are in place and working. Make sure nothing is in the way of load to be lifted during travel.</i></div> <div><input type="checkbox"/> <b>Check Hoist Gearing System:</b> <i>Any unusual noises</i></div> <div><input type="checkbox"/> <b>Check Rails During Operation:</b> <i>Loose bolts, rail clamps, unusual wear</i></div> <div><input type="checkbox"/> <b>Check Lubrication:</b> <i>Leaks, excess grease</i></div> <div><input type="checkbox"/> <b>Review Weight Limits:</b> <i>Scale must be used if lift weight is unknown</i></div> <div><input type="checkbox"/> <b>Inspect Rigging Equipment to be Utilized:</b> <i>Slings, shackles, rope guides, use personnel protective equipment</i></div> <div><input type="checkbox"/> <b>No Defects Noted</b></div> </div>			
<p><b>Note:</b> Personnel using BNL material handling equipment shall be a current holder of a <i>Safety Awareness Certificate (SAC Card)</i>.</p> <p><b>Caution:</b> If any malfunction or any unusual noises, STOP using the Crane/Hoist and contact Leadman, Supervisor, or ESH Coordinator immediately.</p>			
<p><b>Use Back of The Checklist to Describe Defects</b>  <b>This Form Shall Be Kept on File And Be Available For All Inspections</b></p>			